

School Finance

Q & A

Kentucky Department of Education

Volume 2, Number 5

September 2003

This is a restatement of the July 2002 Q & A.

Payroll Issues for Returning, Retired Employees

What are the new bargaining units for returning retired employees?

The following bargaining units have been added to your system in order to accommodate retired teachers who return to work in districts:

RCER – Retired Certified Employees

RCLA – Retired Classified Employees

All “Retired Employee’s” master file records must reflect one of these Group/BU if they retired with KTRS benefits and they are returning to work. The PSD and CSD report will pull them to the report based on the RCER or RCLA Group/BU.

How does the district calculate FTE on returning, retired employees?

This must be done individually for each employee.

Example:

If a Certified Employee returns and KTRS provides them with notice that their maximum daily rate is to be \$250.00 and the school district contracts with the retiree to pay them an annual amount of \$34,500 to work 138 days, then:

$$\$250.00 * 185 \text{ days} = \$46,250.00$$

$$\text{FTE} = \$34,500 / \$46,250 = .7459 \text{ or } 74.59\%$$

$$.7459 \text{ times } 185 \text{ days} = 138 \text{ days}$$

- 1) Set up a Salary Table (suggested grade/rank RCER or RCLA) with RCER or RCLA as the Group/BU. Use Calc Code 32. Input 185 to the DAYS per YEAR field. Input the annual salary as \$46,250.
- 2) Add an additional Job Class Code (4000 – 4999 range) with Group/BU of RCER that points back to the appropriate Summary Class Code. On the second screen of the Job Class Code Table, point to this RCER or RCLA salary table.

- 3) Add a Job Pay record for the employee with this Retired Employee Job Class Code. Enter the number of days as established by the employees contract (138) and enter .7459 as the FTE. KDE suggests only using one salary table for the returning retired employees. The step/level will distinguish the appropriate salary. This must be done individually for each employee.

The following screens provide examples:

SALARY TABLE FILE MAINTENANCE - 2003mr Test Database

mu_find.bmp mu_accept.bmp mu_prev.bmp mu_next.bmp mu_browse.bmp mu_add.bmp mu_update.bmp mu_delete.bmp mu_cancel.b

OK
Help
Cancel

Effective Date: 06/30/2003 .bmp
Group/BU Code: RCER .bmp RET CERT
Grade/Rank: RCER
Description: RETIRED
Pay Basis: A .bmp ANNUAL
Pay Frequency: S .bmp SEMI-MONTHLY
Pay Calc Code: 32 .bmp ANNUAL SALARY, W/ DAI
Comments:

Default Pay Periods: 24.0000
☐ Offstep After Max Step
Hours Per Day:
Hours Per Period:
Hours Per Year:
Days Per Period:
Days Per Year: 185.00

Step/Level	Hourly Rate	Daily Rate	Period Salary	Annual Salary
00	.0000	250.00	1,927.08	46,250.00
01	.0000	200.00	1,541.67	37,000.00
02	.0000	220.00	1,695.83	40,700.00
03	.0000	215.00	1,657.29	39,775.00
04				

1 of 1

Enter annual salary. NUM OVR

JOB CLASS CODE F/M - 2003mr Test Database

mu_find.bmp mu_accept.bmp mu_prev.bmp mu_next.bmp mu_browse.bmp mu_add.bmp mu_update.bmp mu_delete.bmp mu_cancel.b

Action
Types
Copy
Job Req's
Sub Pay
FLSA OT
Exit

Job Class: 4040
Summ Class: 2040 .bmp ELEM TEACH
Group/BU: RCER .bmp RET CERT
Location: .bmp
Risk Code: .bmp
EEO Class: .bmp
☒ Teacher
☐ Substitute
OT Table: .bmp
☐ Position Control

Short Desc: RET ELEM ☐ Non-Payroll
Long Desc: RETIRED ELEMENTARY TEACHER
Base Pay: .bmp
Longev Pay: .bmp
Civil Serv: .bmp
EEO Func: .bmp
Sub Pay: .bmp
Def G/L: .bmp .bmp .bmp

☒ Use Salary Table
Min Gr/Step: RCER .bmp 0 .bmp
Max Gr/Step: RCER .bmp 3 .bmp

Pay Basis: .bmp
Min Rate: .0000
Pay Freq: .bmp
Def Pay Pds: .000
Hours/Year: .00
Hours/Day: .00

Calc Code: .bmp
Max Rate: .0000
Hrs/Period: .00
Days/Year: .00
Days/Month: .00

Record(s) updated. 1 of 3

Display default pay/deduction/accruals types. NUM OVR

EMPLOYEE JOB/SALARY F/M - 2003mr Test Database

mu_find.bmp mu_accept.bmp mu_prev.bmp mu_next.bmp mu_browse.bmp mu_add.bmp mu_update.bmp mu_delete.bmp mu_cancel.b

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

Y=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 2032 Last COPHER First RITA

SSN 111-11-2228 Active Status A

Current-Salary

Job Class 4040 RET ELEM Calc Code 32 Hrs/Day 0.00

Pay Type 150 CRT10FM Eff. Date 09/27/2003 Hrs/Yr 0.00

Position Grade/Rank RCER Days/Period 0

Location 050 SL ELEM Step/Level 0 Factor 1.00

Group/BU RCER RET CERT Num Pays 24.000 Remain 24.000

Status FP FULL/PERM Days/Year 138.00

Pay Freq S SEMI-MONTHLY Sched Hrs 0.00

Pay Basis A

Start Date 08/06/2002 FTE % .7459 RECURRING PAY

End Date 12/31/9999 Hrly Rate .0000 .0000

Allocation Daily Rate 249.9846 249.9846

G/L Org 0501118 SL R INST Period Pay 1.437.41 1.437.41

Object 0110 CRT PRM SA Annual Pay 34,497.88 34,497.88

Project Remain Sal .00

Refer. Sal 34,497.88

1-050-1100-100-10-0110

Record(s) updated. 2 of 3

Display screen 2 of employee pay data. NUM OVR

Additional Payroll Issues

Does the district need a separate pay type for Federally Funded Classified Employees?

Just as KTRS requires 2 pay types for certified employees, now federally paid classified employees are going to need a different pay type than non-federal classified employees. If KDE's recommended pay types have been used and if different pay types are used for "10" month classified employees vs. 12 month classified employees 215 and 216 are the recommended pay type numbers. In the exception tables, the deduction codes 2999, 2998, 2997, and 2996 must have the non-federal pay types (both CERT and CLAS) being excluded from the deduction.

STEPS INVOLVED

- 1) Add the new object codes (0294, 0295, 0296, 0297) to the Financial System.
- 2) Add the org/object code combinations to accommodate the additional expenses.
- 3) Add new deduction codes to the deduction master. (2996, 2997, 2998, 2999)
- 4) Add employee deduction records for all federally funded employees by manually calculating amount to be added to the employer portion field. The employee does not pay an additional amount. **For FY 2004, the Administrative fee for Employees has increased from \$4.00 to \$5.00. The Life Insurance Fee has increased from \$1.96 to \$2.16. This means that the manual calculations for Federally Funded employees must once again be performed and the deduction reimbursement amounts be entered once again on the individual deduction record.**
- 5) Add a classified pay type(s) for those classified employees that are paid from federal funds to Pay Type Tables. These employees must have a Job Pay record that reflects this pay type. This can be done either by using allocation tables or by adding additional Job Class codes.
- 6) Add additional Exception Table Records found in the Payroll Auxiliary Menu for these new Deduction Master numbers and exclude Certified and Classified Non-Federal Pay Types.

QAJune2002 - Microsoft Word

PAY TYPE CODE FILE MAINTENANCE - KDE TEST SYSTEM

OK
Help
Cancel

Pay Type Code 220 Short Desc CLASS NON Abbrev CLASS
Long Desc CLASS NON-FEDERAL

W2 Code ☐ Include on Job Screen ☒
Category Code 1 BASE PAY Include on Rec Earn Screen ☒
Object Code 0130 CLS REG SA Add to Base Pay ☒
Tax Method T TAX TABLE Calculation Code ☐
Start Date 01/01/1900
End Date 12/31/9999 Rate/Amount 0.00
Use Longev/Exper Table ☐

Payroll:
Factor (percentage) 1.0000 Default Org Code ☐
Auto subtract from Base ☒
Include in FLSA/OT Hours ☒
Encumber Remaining Pay ☒
Billing Rate/Hr ☐
Seasonal Wages ☒
Unit of Measure ☐

1 of 1

Do you wish this record included on job/nav screen (Y/N)?

Start I. D. R. J. F. S. Q. W. J. P. 12:54 PM

QAJune2002 - Microsoft Word

PAY TYPE CODE FILE MAINTENANCE - KDE TEST SYSTEM

Action
2scr
Copy
Longevity
Exit

Pay Type Code 215 Short Desc CLASS FED Abbrev CLASS
Long Desc CLASS FED FUNDED EE

W2 Code ☐ Include on Job Screen ☒
Category Code 1 BASE PAY Include on Rec Earn Screen ☒
Object Code 0130 CLS REG SA Add to Base Pay ☒
Tax Method T TAX TABLE Calculation Code ☐
Start Date 01/01/1900
End Date 12/31/9999 Rate/Amount 0.00
Use Longev/Exper Table ☐

Payroll:
Factor (percentage) 1.0000 Default Org Code ☐
Auto subtract from Base ☒
Include in FLSA/OT Hours ☒
Encumber Remaining Pay ☒
Billing Rate/Hr 0.0000
Seasonal Wages ☒
Unit of Measure ☐

1 of 1

Display second screen of new time data

Start I. D. R. J. F. S. Q. W. J. P. 12:55 PM

QAJune2002 - Microsoft Word

MUNIS - Municipal Information System - KDE TEST SYSTEM

Spoolfile Maint.

Direct Call

Initial Menu

Exit Munis

pboyd KDE TEST SYSTEM Tue Jun 25 2002
/dev/pts/1 Munis Version: 2002.01 13:07

AUXILIARY PROGRAMS

A) Control & Run Control F/M	M) Job Class Code F/M
B) Miscellaneous Codes F/M	N) Org/Loc/Pay/Ded Security F/M
C) Group/BU Code F/M	O) Vacation/Sick Table F/M
D) State Code F/M	P) Payroll Vendor F/M
F) Local (LIT) Code F/M	Q) Payroll Exceptions F/M
G) Bank Code F/M	R) Work Location Code F/M
H) Deduction/Benefit Master F/M	S) Overtime Table F/M
I) Tax Table F/M	T) Payroll Entity Code F/M
J) Location Code F/M	U) PR System Admin Menu
K) Risk Code F/M	V) Payroll Allocation F/M
L) Pay Type Code F/M	W) Insurance Group Code F/M

Selection 0 << Back

Start I. D. R. J. F. S. Q. W. P. M 12:56 PM

QAJune2002 - Microsoft Word

PAYROLL EXCEPTIONS TABLE - KDE TEST SYSTEM

Action

Exit

Deduction Code 2999 FEDERAL HI BD PAID

Processing Code 1 ALL PAY TYPES ARE INCLUDED EXC

Exclude From 100 Thru 149

2 of 6

Start I. D. R. J. F. S. Q. W. P. P. 12:58 PM

QAJune2002 - Microsoft Word

PAYROLL EXCEPTIONS TABLE - KDE TEST SYSTEM

Action

Exit

Deduction Code 2999 FEDERAL HI BD PAID

Processing Code 1 ALL PAY TYPES ARE INCLUDED EXC

Exclude From 200 Thru 214

4 of 6

Start I. D. R. J. F. S. Q. W. P. 12:58 PM

QAJune2002 - Microsoft Word

PAYROLL EXCEPTIONS TABLE - KDE TEST SYSTEM

Action

Exit

Deduction Code 2999 FEDERAL HI BD PAID

Processing Code 1 ALL PAY TYPES ARE INCLUDED EXC

Exclude From 220 Thru 299

6 of 6

Start I. D. R. J. F. S. Q. W. P. 12:58 PM

Does the district need separate pay types for Substitutes paid from Federal Funds vs. Non-Federal Funds?

If the district pays substitute teachers that are “subbing” for teachers paid from Federal Funds, the district needs to have both a Federal Matching Sub Pay Type and a Non-Matching Sub Pay Type. Substitute employees must have the KTRS deduction for matching vs. non-matching. Doing this requires having separate pay types that can be used for exclusion in the Payroll Exception Tables.

The non-matching pay type must be excluded from the matching KTRS deduction in a Payroll Exception Table Record. Access this Table from the Auxiliary files of the Payroll Module.

What is the proper method for adding mid-year hires to Job Pay so that PSDs and CSDs generate correctly?

The job pay record for these mid-year hires should reflect a complete year of employment. The PSD and CSD reports will be pulling the reference salary from the job pay record. The recurring pay record should reflect the annual and period salary that the employee is to receive for the partial year. Classified hourly employee's recurring pay is suggested to reflect Regular Hours = 0, Hourly Rate = \$0.00, Daily Rate that corresponds to daily rate on the Job Pay Record, Period Pay = Manual Calculation by the district, Annual Pay = Manual Calculation by the district, and Reference Salary that corresponds to Reference Salary on the Job Pay Record. The PSD and CSD reports will be pulling the annual salary from the Recurring Pay Record and the Reference Salary from the Job Pay Record.

NOTE: *Updating the Job Pay Record causes the Recurring Pay Record to default back to the amounts on the Job Pay Record. It is suggested that the Recurring Pay Screen for an employee be printed prior to making any changes to the Job Pay Record of that same employee. Once Job Pay is changed, access the Recurring Pay screen, make the necessary adjustments, return to Job Pay, select update and escape.*

The screenshot shows a software window titled "EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM". On the left is a vertical menu with options: Action, 2scr, Text, Job-sum, GL-sum, Recur, V=Global, W=Proj-Upd, X=Address, Y=Recalc, Z=Reset-Pays, and Exit. The main area displays employee information for Emp # 35, Last Name ALFORD, First Name WILLIAM, and SSN 111-11-1035. The Active Status is A. Below this, there are two columns of data. The left column lists job details: Job Class 7908 DISPATCHER, Pay Type 226 CLAS HRL12, Position 0, Location 302 BUS GRG, Group/BU CLAS CLASSIFIED, Status FP FULL/PERM, Pay Freq B BIWEEKLY, Allocation 0, G/L Org 9011096 BUS MAINT, Object 0130 CLS REG SA, Project, Start Date 08/01/2002, End Date 12/31/9999, and a reference number 1-901-2740-000-00-0130. The right column lists salary details: Calc Code 03, Hrs/Day 8.00, Eff. Date 08/19/2002, Hrs/Yr 0.00, Grade/Rank 9081, Days/Period 10, Step/Level 16, Factor 1.00, No. of Pays 26.000, Remain 26.000, Day-Unit/Yr 185.00, Balloon N, Sched Hrs 0.00, Off-St/Frozen N, Pay Basis H, Encumbered? N, FTE % 1.0000, RECURRING PAY, Hrly Rate 11.1400, Daily Rate 89.1200, Period Pay 634.12, Annual Pay 16,487.20, Remain Sal .00, and Refer. Sal 16,487.20. At the bottom, it says "Record(s) updated." and "1 of 98". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Mic...", "Document2 ...", "Windows Fr...", "pboyd@17...", "EMPLOYEE ...", and the system clock shows 2:43 PM.

Employee Information	
Emp #	35
Last	ALFORD
First	WILLIAM
SSN	111-11-1035
Active Status	A

Job Details		Salary Details	
Job Class	7908 DISPATCHER	Calc Code	03
Pay Type	226 CLAS HRL12	Hrs/Day	8.00
Position	0	Eff. Date	08/19/2002
Location	302 BUS GRG	Hrs/Yr	0.00
Group/BU	CLAS CLASSIFIED	Grade/Rank	9081
Status	FP FULL/PERM	Days/Period	10
Pay Freq	B BIWEEKLY	Step/Level	16
Allocation	0	Factor	1.00
G/L Org	9011096 BUS MAINT	No. of Pays	26.000
Object	0130 CLS REG SA	Remain	26.000
Project		Day-Unit/Yr	185.00
Start Date	08/01/2002	Balloon	N
End Date	12/31/9999	Sched Hrs	0.00
1-901-2740-000-00-0130		Off-St/Frozen	N
		Pay Basis	H
		Encumbered?	N
		FTE %	1.0000
		RECURRING PAY	
		Hrly Rate	11.1400
		Daily Rate	89.1200
		Period Pay	634.12
		Annual Pay	16,487.20
		Remain Sal	.00
		Refer. Sal	16,487.20

Record(s) updated. 1 of 98

Document2 - Microsoft Word

EMPLOYEE RECURRING EARNING FILE - KDE TEST SYSTEM

Action

Text

W=Proj-Upd

X=Address

Copy

Reset-Pays

Global

Exit

Emp # 35 Last ALFORD First WILLIAM

SSN 111-11-1035 Active Status A

Job Class 7908 DISPATCHER Reg Hours 0.00 Pay Rates Factored Rates

Pay Type 226 CLAS HRL12 Hourly Rate .0000

Base Pay Y Daily Rate 89.1200

Location 302 BUS GRG Period Pay 599.85

Group/BU CLAS CLASSIFIED Annual Pay 15,596.00

Risk Code 8868 PROF/CLER Ref Salary 16,487.20

Position 0 Rem Salary .00

Grade/Step 9081 / 16

Allocation Code

G/L Org/Obj/Proj 9011096 0130 Proj

CLASSIFIED REGULAR SALARY

Start Date 08/01/2002 Stop Date 12/31/9999 Encumber? N

Pay Frequency B BIWEEKLY Annual Pays 26.000 Pays Remaining 26.000

Cycles Pay Is Active 1 Y 2 Y 3 Y 4 N 5 N

Include in Balloon Pay N Personnel Status FP FULL TIME PERMANENT

Record(s) updated. 1 of 2

Start | Inbox - Mic... | Document2 ... | Windows Fr... | pboyd@17... | EMPLOYEE ... | 2:40 PM

QAJune2002 - Microsoft Word

EMPLOYEE JOB/SALARY F/M - KDE TEST SYSTEM

Action

2nd Screen

Text

Job Summary

G/L Summary

Recurring

Y=Global

W=Proj Update

X=Address

Y=Recalc

Z=Reset Pays

Exit

Emp # 502 Last CARTER First SHELLY J

SSN 111-11-1502 Active Status A

Job Class 1010 PRIN Calc Code 32 Hrs/Day 0.00

Pay Type 100 REG CERT Eff. Date 08/15/2002 Hrs/Yr 0.00

Position 0 Grade/Rank 11 Days/Period 10

Location 140 RCHPD Step/Level 20 Factor 1.00

Group/BU CERT CERTIFIED Num Pays 26.000 Remain 26.000

Status FP FULL/PERM Days/Year 185.00

Pay Freq B BIWEEKLY Sched Hrs 0.00

Start Date 08/01/2002 Pay Basis A

End Date 12/31/9999 FTE % 1.0000

Allocation 0 Hrlly Rate .0000

G/L Org 1401077 PRIN Daily Rate 244.8000

Object 0110 CRT PRM SA Period Pay 1,741.85

Project 1-140-2410-000-10-0110 Annual Pay 45,288.00

Refer. Sal 45,288.00

RECURRING PAY

Record(s) updated. 1 of 1

Start | I... | D... | R... | J... | F... | S... | W... | J... | E... | J... | 1:41 PM

QAJune2002 - Microsoft Word

EMPLOYEE RECURRING EARNING FILE - KDE TEST SYSTEM

OK Help Cancel

Emp # 502 Last CARTER First SHELLY
 SSN 111-11-1502 Active Status A

		Pay Rates	Factored Rates
Job Class	1010 PRIN	Reg Hours	0.00
Pay Type	100 REG CERT	Hourly Rate	.0000
Base Pay	Y	Daily Rate	244.8000
Location	140 RCHPD	Period Pay	1,734.00
Group/BU	CERT CERTIFIED	Annual Pay	41,616.00
Risk Code	8868 PROF/CLER	Ref Salary	45,288.00
Position	0	Rem Salary	.00
Grade/Step	11 / 20		
Allocation Code			
G/L Org/Obj/Proj	1401077 0110 Proj		
CERTIFIED PERMANENT SALARY			
Start Date	08/01/2002	Stop Date	12/31/9999
Pay Frequency	B BIWEEKLY	Annual Pays	26.000
		Pays Remaining	26.000
Cycles Pay Is Active	1 Y 2 Y 3 Y 4 N 5 N		
Include in Balloon Pay	N	Personnel Status	FP FULL TIME PERMANENT

1 of 6

How does the district calculate the percentage of an employee's time that is federally funded?

For Certified staff by % of total (object codes 0110 and 0111) Salary that is Federally funded.

If a certified employee with annual salary of \$48,000 (both base pay and extended day pay) in a county where \$245.00 is the state paid health insurance premium (external premium), and \$31,133.00 is paid from Federal Funds, then:

$\$31,133 / \$48,000 = 64.86$ Percent Federally Funded Salary
and

Federally Paid Monthly Portion of the external premium is $\$245.00 * .6486 = \158.91 .

This \$158.91 should be remitted to KDE once every month.

The School District should set up an additional "Kentucky State Treasurer" vendor. The address on this vendor should be:

Kentucky Department of Education
 Attn: Division of School Finance
 15th Floor, Capital Plaza Tower
 Frankfort, KY 40601

Add a 2999 deduction code for this employee.

Add a 2998 deduction code for this employee.

Add a 2997 deduction code for this employee.

Add a 2996 deduction code for this employee if the employee waives coverage and "flexes".

For Classified staff by % of hours worked that is Federally Funded.

If a classified employee in a county where \$300.64 is the external premium and the district is paying the employee for 6.5 hours each day and 3 hours of the 6.5 hours is paid from Federal Funds, then:
 $3 / 6.5 = 46.15$ Percent Federally Funded Salary

External Premium to be paid by the district is $\$300.64 * .4615 = \138.63

Add a 2999 deduction code for this employee.

Add a 2998 deduction code for this employee.

Add a 2997 deduction code for this employee.

Add a 2996 deduction code for this employee if the employee waives coverage and "flexes".

Below are screen prints from the Employee Deduction Master and Vendor Maintenance Screen

VENDOR MAINTENANCE - 2003mr Test Database

mu_find.bmp mu_accept.bmp mu_prev.bmp mu_next.bmp mu_browse.bmp mu_add.bmp mu_update.bmp mu_delete.bmp mu_cancel.b

Action
Sort
2nd-Screen
Commodity
Req-vendors
Exit

Vendor: 3424 Entity: 1
Alpha: KENTUCKY STATE TREAS Type: .bmp
Status: A .bmp ACTIVE Reason: .bmp

Notes
☐ General
☐ Certification
☐ Class
☐ Remits

Name: KENTUCKY STATE TREASURER
DEA:
Addr: ATTN: DIVISION OF SCHOOL FIN
Addr: 15TH FLOOR, CAPTIAL PLAZA TWR
C/S/Z: FRANKFORT KY 40601

1099: N 1099 Default: .bmp
SSN: W-9 Sent: Y
FID: W-9 Received: Y

Contact 1
Name: SCHOOL FINANCE
Description:
Telephone:
FAX:
Contact1 Email:
Contact2 Email:

Contact 2
Name:
Description:
Telephone:
FAX:
Contact1 Email:
Contact2 Email:

Record(s) updated. 1 of 1

Choose the sort sequence for vendors. NUM CAPS OVR

DEDUCTION/BENEFIT FILE MAINTENANCE - 2003mr Test Database

mu_find.bmp mu_accept.bmp mu_prev.bmp mu_next.bmp mu_browse.bmp mu_add.bmp mu_update.bmp mu_delete.bmp mu_cancel.b

Action	Deduction 2996 .bmp Short Desc FED FLEX SPD Abbrev FED FL			
2nd Screen	Long Desc FED. FUND. FLEXIBLE SPENDING			
Insurance	Priority 2996			
W=Objects	Insufficiency M .bmp	MANDATORY (MUST BE RESOLVED)		
Exceptions	Calc Code 02 .bmp	AMOUNT FROM EMPL DED FILE		
Y=Expenses	State Code .bmp			
Z=Escrow	Local Code .bmp			
Copy	Tax Table Type 00 .bmp	NONE <input type="checkbox"/> Annual Tax Table		
Exit	Empe/Empr 2 .bmp	EMPLOYER PAYS <input type="checkbox"/> Credit Emp Acct via ACI		
	Expense Org/Obj .bmp	0297 .bmp	FEDERAL FUNDED FLEX SPEND ACCT	
	W/H Org/Obj 10 .bmp	7461 .bmp	ACCR SALARIES & BENEFIT PAYABLE	
	Empe Amt/Pct .0000	Empr Amt/Pct .0000		
	Empe Limit .00	Empr Limit .00		
	Limit Type .bmp			
	Check Type B .bmp	PAYROLL CHECK		
	W2 Code .bmp	Ck/Invoice Entity .bmp		
	Start Date 01/01/1900 .bmp	Vendor Number 3424 .bmp		
	End Date 12/31/9999 .bmp	KENTUCKY STATE TREASURER		

1 of 1

Display second screen of deduction master data. NUM OVR

DEDUCTION/BENEFIT FILE MAINTENANCE - 2003mr Test Database

mu_find.bmp mu_accept.bmp mu_prev.bmp mu_next.bmp mu_browse.bmp mu_add.bmp mu_update.bmp mu_delete.bmp mu_cancel.b

Action	Deduction 2997 .bmp Short Desc FED ADM FEE Abbrev FED AD			
2nd Screen	Long Desc FED. FUND. ST. ADMIN. FEE			
Insurance	Priority 2997			
W=Objects	Insufficiency M .bmp	MANDATORY (MUST BE RESOLVED)		
Exceptions	Calc Code 02 .bmp	AMOUNT FROM EMPL DED FILE		
Y=Expenses	State Code .bmp			
Z=Escrow	Local Code .bmp			
Copy	Tax Table Type .bmp	<input type="checkbox"/> Annual Tax Table		
Exit	Empe/Empr 2 .bmp	EMPLOYER PAYS <input type="checkbox"/> Credit Emp Acct via ACI		
	Expense Org/Obj .bmp	0296 .bmp	FED FUNDED STATE ADMIN FEE	
	W/H Org/Obj 10 .bmp	7461 .bmp	ACCR SALARIES & BENEFIT PAYABLE	
	Empe Amt/Pct .0000	Empr Amt/Pct .0000		
	Empe Limit .00	Empr Limit .00		
	Limit Type .bmp			
	Check Type B .bmp	PAYROLL CHECK		
	W2 Code .bmp	Ck/Invoice Entity .bmp		
	Start Date 01/01/1900 .bmp	Vendor Number 3424 .bmp		
	End Date 12/31/9999 .bmp	KENTUCKY STATE TREASURER		

1 of 1

Display second screen of deduction master data. NUM OVR

SchoolFinanceQAJuly2002 - Microsoft Word

EMPLOYEE DEDUCTIONS - KDE TEST SYSTEM

File Edit View Options Window Help

Action

Y=Bond 2Scr Copy X=Address Z=Escrow R=Garnish Insurance L=Opt Life Ins Text Mass-Update Global V=Date Browse Exit

Emp # 638 Last COLLIGNON First SANDRA
 SSN 111-11-1638 Location 140 Group/BU CLAS Active Status A

Deduction 2999 FEDERAL HI BD PAID

Active Y Start Date 01/01/1900
 Mult. Factor 1.0000 End Date 12/31/9999
 Calculation Code 02 AMOUNT FROM EMPL DED FILE
 Tax Marital Status
 # of Exemptions 0

Employee Amt/Percent .0000 Employer Amt/Percent 158.9100
 Employee Limit .00 Employer Limit .00

Cycle Deduction Taken 1 2 3 4 5
 N Y N N N
 * Direct * Bank Cd (C)hecking/(S)avings
 * Deposit * Account Prenotification? N

Record(s) updated. 1 of 2

Run bond maintenance program

Start Sent It... Untitled -... SchoolFi... Windows... pboyd@... EMPLOY... 4:38 PM